



CITY OF SAN ANTONIO

Mary Alice P. Cisneros
COUNCIL MEMBER DISTRICT 1

CITY COUNCIL ASSISTANT

Salary is negotiable, depending on experience and qualifications.

SUMMARY OF RESPONSIBILITIES

Under general direction, performs a wide variety of professional duties involved in the coordination of the activities of the assigned Council Member with City Departments and external organizations in reference to planning and zoning; provides information and assistance to Council Member concerning policy issues; and plans, organizes and coordinates complex research, analytical and administrative functions for the City Council Member.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Assists Council Member in establishing and implementing policy issues for City Council District 1.
2. Serves as liaison between Council Member and internal and external individuals and organizations as necessary and assists in meeting constituency needs within the parameters of the City's policies and procedures.
3. Drafts responses to citizen concerns and/or questions relating to governmental operations; forwards inquiries to appropriate City Department when necessary; and follows-up to ensure resolution.
4. Explains policies to citizens of the community and representatives of various interest groups and makes appropriate referrals for complex policy interpretation to the relevant Departments as necessary.
5. Monitors various issues of concern and maintains Council Member informed regarding citizen complaints and resolution status.
6. Assists Council Member in conducting research, preparing for meetings, appearances and events, and conducting follow-up for resolution of issues.
7. Assists in facilitating meetings and events for City Council Member.
8. Prepares reports, memorandums and other documents as necessary.
9. Attends meetings with City Council, City staff and other individuals and organizations as required.
10. Assists Council Member with analysis of proposed budget, to include performing additional research on specific City programs and services as requested.
11. Assists in the selection of individuals to serve in various Council-appointed Boards and Commissions.
12. May conduct surveys, analyze results and prepare summarized reports.
13. May assist with candidate interviews and selections for positions within the Council Office.
14. Performs related duties and fulfills responsibilities as required.

EDUCATION AND EXPERIENCE GUIDELINES

1. Bachelor's Degree from an accredited college or university with major coursework in Political Science, Public Administration, Business Administration or a related field.
2. Three years of progressively responsible administrative experience, preferably in a public agency, to include experience in coordinating services or programs across multiple lines.

ADDITIONAL REQUIREMENTS

Preferred: Valid Class "C" Texas Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of advanced research methods and organization and presentation techniques.
2. Knowledge of principles and practices of supervision and training.
3. Ability to learn City services, programs, codes and ordinances.
4. Ability to learn and apply policies and procedures utilized in handling complaints.
5. Skill in utilizing a personal computer.
6. Ability to exercise quick judgment, diplomacy, and follow through.
7. Ability to communicate clearly and effectively, both verbally and in writing.
8. Ability to respond to inquiries, complaints, and requests for services in a fair and tactful manner.
9. Ability to establish and maintain effective working relationships with those contacted in the course of work.
10. Ability to develop clear and concise reports.

11. Ability to perform all the physical requirements of the job.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Physical requirements include occasional lifting/carrying up to 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily in an inside environment.

APPLICATION INSTRUCTIONS

Interested individuals should submit a letter of interest and resume to:

Christopher Callanen
Assistant to City Council
City of San Antonio
P. O. Box 839966
San Antonio, Texas 78283-3966